

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Subject: Approval of Qualified Domestic Relations Order (QDRO)

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally notify you that the Qualified Domestic Relations Order (QDRO) submitted on [submission date] has been reviewed and is hereby approved.

QDRO Details:

- Case Name: [Case Name]
- Case Number: [Case Number]
- Date of Marriage: [Marriage Date]
- Date of Divorce: [Divorce Date]
- Participant's Name: [Participant's Name]
- Alternate Payee's Name: [Alternate Payee's Name]
- Retirement Plan: [Retirement Plan Name]
- Approval Date: [Approval Date]

Please ensure that the necessary adjustments are made to the account in accordance with the terms outlined in the QDRO.

If you have any questions or require further clarification, feel free to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Relationship to the Case]  
[Your Signature (if sending a hard copy)]